

## Report for Cal-SAFE Child Care Funding

### Check One Box Only

- ☐ First Period Report (July 1, 2003 through December 31, 2003) **Due by February 20, 2004**
- ☐ Second Period Report (July 1, 2003 through April 15, 2004) **Due by May 14, 2004**
- ☐ Annual Report (July 1, 2003 through June 30, 2004) **Due by July 30, 2004**

County Name		County Code					
School District		District Code					

### Section A. Enrollment, Operation, and Attendance Data

1. Infant Days of Enrollment (up to 18 months)	
a. Full-time	
b. Three-quarter time	
c. One-half time	
2. Toddler Days of Enrollment (18 to 36 months)	
a. Full-time	
b. Three-quarter time	
c. One-half time	
3. Three Years and Older Days of Enrollment (36 to 60 months or Kindergarten)	
a. Full-time	
b. Three-quarter time	
c. One-half time	
4. Days of Operation	
5. Days of Attendance	

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and that all attendance and enrollment data have been compiled and reported in accordance with state and federal laws and regulations.

\_\_\_\_\_  
Print/Type Contact Person's Name

\_\_\_\_\_  
Print/Type Superintendent's Name or Authorized Designee

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature Superintendent or Authorized Designee

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Date

### Instructions for Cal-SAFE Form C (Rev. 01/04): Report for Cal-SAFE Child Care Funding

#### General Instructions

1. This form is to be completed by the school district superintendent and county superintendent of schools for the purpose of claiming child care funding from the State School Fund for those districts and county offices operating a Cal-SAFE Program pursuant to Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29 of the *Education Code*.
2. Place a check mark in one of the boxes at the top of the form to indicate the reporting period.
3. This report should include all child days of enrollment for the children of Cal-SAFE pupils for the period indicated. District Cal-SAFE agencies should include the days of enrollment for children of Cal-SAFE pupils attending summer school or community day school, even though such attendance does not generate reportable ADA for support services funding. Similarly, county office of education (COE) Cal-SAFE agencies should include days of enrollment for children of Cal-SAFE pupils attending juvenile court schools, county community schools, or community day schools, even though such attendance does not generate reportable ADA for support services funding.
4. This form should be submitted with the Cal-SAFE attendance reports. After the district superintendent examines and signs the report, forward the original to the county office of education. After the county superintendent examines and signs the district and/or county office reports, send the originals to the **California Department of Education, School Fiscal Services Division, 1430 N Street, Suite 3800, Sacramento, CA 95814, Attn: Gary Kennedy**. Retain one copy for the district and county files.
5. To be eligible for funding for Cal-SAFE child care, district and county superintendents must ensure that child care programs meet the health and safety requirements of Title 22, California Code of Regulations (CCR); the applicable requirements of Subchapter 3 of Chapter 19 of Title 5 (commencing with Section 18077); and the requirements of the Cal-SAFE Program. Specifically, auditable records complying with the provisions of E.C. 8208(e) and of Title 5 of the CCR, sections 18065 through 18067 must be maintained and used to complete this form. In applying these sections of the CCR, the word “operator” must be substituted for the word “contractor.”
6. Days of enrollment, days of operation, and days of attendance are defined on page 5 of the CDE’s “California School Age Families Education (Cal-SAFE) Program Fiscal Guidelines and Funding Procedures” 2003-04 handbook. For determining reimbursement, days of attendance will be adjusted by a flex factor of 5 percent pursuant to the provisions of Title 5 of the CCR, Section 18054(a)(3).
7. Based on the enrollment data reported on this form, the CDE will calculate the total child care funding to be provided by totaling the adjusted days of enrollment and attendance using the applicable adjustment factor.

### **Specific Instructions**

#### **Section A – Enrollment, Operation, and Attendance Data**

- A-1, A-2, and A-3. Provide the days of enrollment for all infants, toddlers, and three-years and older children in the column to the right of the categories indicated (full-time, three-quarter time, one-half time). Do not include the days of enrollment or attendance for the children of pupils attending Juvenile Court Schools, County Community Schools, and Community Day Schools, unless the ADA of those pupils is reported on Line A-6 of the elementary and high school attendance entry screen that replaced Form J-27/28 or the attendance entry screen that replaced Form J-18/19 County Supplement and on the Report of Attendance for Pupils Enrolled in County Cal-SAFE Programs.
- A-4. Provide the number of days the Cal-SAFE child care program provided services. This number should be the number of calendar days during which Cal-SAFE pupils were expected to attend school (E.C. 54749(a)(4)).
- A-5. Provide the total days of child care attendance (including excused absences) by children of Cal-SAFE pupils computed pursuant to Title 5 of the CCR (sections 18065 through 18067).